



DRAFT MINUTES

**Regional License and Permit Program
Oversight Group Meeting
Thursday, July 14, 2016**

**City of Reno
One East First Street
7th Floor Caucus Room
Reno, NV 89501**

Oversight Committee

Reno City Manager – Andrew Clinger
Sparks City Manager – Steve Driscoll
Washoe County Manager – John Slaughter
District Health Officer – Kevin Dick

Andrew Clinger, Reno City Manager, chaired the meeting with a call to order.

A. Roll Call – 10:01 AM

Attendee Name	Title	Status	Arrived
Andrew Clinger	Reno City Manager	Present	
Kevin Dick	District Health Officer	Present	
Steve Driscoll	Sparks City Manager	Present	10:03 AM
John Slaughter	Washoe County Manager	Present	

B. Public Comment

NONE.

C. Approval of the Agenda – July 14, 2016 (For Possible Action)

Andrew Clinger, Reno City Manager, requested that item G be heard after item K.

Proposed Motion: Approval so moved.

Mover: Kevin Dick, District Health Officer

Second: John Slaughter, Washoe County Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

D. Approval of the Corrected Minutes from the June 7, 2016 meeting(For Possible Action)

Kevin Dick, District Health Officer requested under item N within the second paragraph the word “recognizing” be changed to “recognized”.

Andrew Clinger, Reno City Manager, requested under item D to state that “there would be no legal reason to require them to abstain” instead of “there would be no reason to abstain”, under item J the word “module” be changed to “materials”, and under item N the word “de” be changed to “be”.

Proposed Motion: Approval so moved.

Mover: Kevin Dick, District Health Officer

Second: John Slaughter, Washoe County Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

E. Presentation of the July 1, 2016 Oversight Monthly Report

Lori Piccinini, Washoe County, gave a presentation of the July 1, 2016 Oversight Monthly Report. Kevin Dick, District Health Officer, questioned the State Business Portal being listed at 85 % complete, but not working in the test environment. Ms. Piccinini stated that it was not working as they entered UAT on July 11th, but as of July 13th it had resumed working.

Steve Driscoll, Sparks City Manager, questioned Scripting completeness and why the levels were listed at 85% when they should be at 100%. Mr. Driscoll asked if Accela not committing enough resources was the reasoning. Ms. Piccinini responded that Accela not having enough resources for the project has been an ongoing issue, but that three additional scripters have been added to the scripting repository. Mr. Driscoll also asked if it was necessary for scripting levels to be at 100% in order to make the scheduled go live date, and if it would cause any delays. Ms. Piccinini stated that the project is still on track with the scheduled August 22nd go live date, but issues are having to be prioritized if critical for go live. Mr. Driscoll expressed concern about delays by Accela and the impact on both staff and staff morale. Additionally, he stated that there seems to be a lack of attention to the agencies' needs and a cavalier attitude from Accela.

Kevin Dick, District Health Officer, had a question regarding the EDR configuration (listed as 94% complete): While the project will not be using EDR functionality at go live, will it be ready for use? Ms. Piccinini stated that it has been configured, but she was unaware if it had been fully tested. It is still on the Accela "Statement of Work" items to deliver. Mr. Dick asked if there is a post-go live task timeline. Ms. Piccinini stated that she is currently working on creating the timeline, and that there is also a go live plan task list. John Slaughter, Washoe County Manager, asked if there was a plan to hold Accela accountable for the remaining items after go live. Andrew Clinger, Reno City Manager,

requested that the task list be shared with the Oversight Group members prior to the next Oversight Group Meeting set for August 15, 2016.

Report concluded.

F. Update, discussion, and possible direction to staff on Payments to Accela (For Possible Action)

Lori Piccinini gave an update on the payments to Accela.

Report concluded.

Proposed Motion: NONE

G. Update on the progress of and results from User Acceptance Testing

Peri Halliwell and Jeff Rich from Accela gave an update on the progress and results from User Acceptance Testing.

John Slaughter, Washoe County Manager, had a question regarding the testing environment and how the cross-jurisdiction workflow had not been able to be tested up to this point. Ms. Halliwell said she was not able to answer the question, but would research it.

Kevin Dick, District Health Officer, expressed concern about the aggressive go live date and that the pile of work continues to pile higher. Mr. Dick stated the amount of work for staff may not be humanly possible, and it doesn't appear that there is the same level of commitment from Accela. Ms. Halliwell stated that she and Ms. Piccinini could discuss adding additional people. Mr. Dick added that Accela not completing items on a timely basis is causing delays and jeopardizing the go live date. Mr. Dick also asked for assurance that the product that is delivered at go live is what was agreed to. Ms. Halliwell stated that she understood.

Report concluded.

H. Update, direction, and possible direction to staff regarding Accela Citizen Access (For Possible Action)

Nancy Leuenhagen, Washoe County, gave an update on Communication Plan related to Accela Citizen Access.

Kevin Dick, District Health Officer, asked to include the Chamber and EDawn on the conversations as the project effects development. Mr. Dick asked about tutorials for citizens and if they will be ready for the go live date. Ms. Leuenhagen stated the tutorials will be ready for the go live date. Mojra Hauenstein, Washoe County, gave an update on the progress of the tutorials.

Steve Driscoll, Sparks City Manager, stated that as representative on the EDAWN Executive Board, he would be happy to bring forward any updates to that Board or to place this as an item on an agenda.

Mr. Dick suggested having a survey option added in addition to a feedback module in order to receive more immediate feedback. Ms. Leuenhagen stated there have been conversations on adding both options.

Proposed Motion: Move to approve the report.

Mover: Kevin Dick, District Health Officer

Seconder: Steve Driscoll, Sparks City Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

I. Update and possible direction to staff regarding the Technology Fee imposed by each entity (For Possible Action)

Bob Webb with Washoe County, Bob Sack with Washoe County Health District, Amber Drlik with City of Reno, and Steve Driscoll, Sparks City Manager, gave updates on the Technology Fee approved for each entity.

Proposed Motion: Move to accept the report.

Mover: Kevin Dick, District Health Officer

Seconder: John Slaughter, Washoe County Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

J. Update and possible discussion on contract approvals at each governing body for ePayment credit card provider Official Payments Corporation (OPC)

Lori Piccinini with Washoe County, Amber Drlik with City of Reno, and Steve Driscoll, Sparks City Manager, gave updates on the ePayment credit card provider, OPC.

Report concluded.

K. Update and possible discussion on each governing body's review and approval of the Interlocal Agreement for Access to Nevada's Business Portal (SilverFlume) with the Nevada Secretary of State's Office

Bob Webb, Washoe County, gave an update on the approval of the Interlocal Agreement for Access to Nevada's Business Portal (SilverFlume) with the Nevada Secretary of State's Office.

Report concluded.

L. Discussion and possible action to set a special meeting of the Oversight Group for Monday, August 15, 2016 starting at 3:30 p.m., and to set the location of the meeting, based on Oversight availability (For Possible Action)

Proposed Motion: Motion to schedule a special meeting of the Oversight Group hosted by the City of Sparks for Monday, August 15, 2016.

Mover: Steve Driscoll, Sparks City Manager

Second: John Slaughter, Washoe County Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

M. Announcements/Reports/Updates

NONE

N. Identification of future agenda items (For Possible Action)

Kevin Dick, District Health Officer, requested a future item explaining both the current plan for completion and a plan of action for completion of work after the go live date.

O. Public Comment

NONE

P. Adjournment (For Possible Action)

Proposed Motion: Motion to adjourn

Mover: Kevin Dick, District Health Officer

Second: Steve Driscoll, Sparks City Manager

Result: Approved [Unanimous]

AYES: [Unanimous]